

PROGRAM PLAN FOR RECORDS MANAGEMENT
FISCAL YEAR 1955

1. COMPLETE THE AGENCY-WIDE INVENTORY OF FORMS; ELIMINATE OBSOLETE FORMS; AND CONSOLIDATE SIMILAR ONES WHERE POSSIBLE.
2. COMPLETE THE INSTALLATION OF THE AGENCY FILING SYSTEM.
3. ESTABLISH REPORTS AND CORRESPONDENCE MANAGEMENT PROGRAMS THROUGHOUT THE AGENCY.
4. PROVIDE FOR THE TRANSFER OF 13,000 ADDITIONAL CUBIC FEET OF RECORDS TO THE CENTER THROUGH SURVEYS, INVENTORIES AND DISPOSITION PLANS.
5. ISSUE HANDBOOKS FOR THE USE OF AREA RECORDS OFFICERS IN FORMS AND DISPOSITION PHASES OF THE PROGRAM.
6. TRANSFER FINAL TYPE FORMS COPY PREPARATION FUNCTION FROM THE PRINTING AND REPRODUCTION DIVISION TO THE RECORDS MANAGEMENT DIVISION.
7. PUBLISH ALPHABETICAL AND FUNCTIONAL INDEXES OF FORMS.
8. DEVELOP A CORRESPONDENCE INDEX TO THE REPETITIVE ADMINISTRATIVE REQUESTS AND REPORTS SUBMITTED THROUGHOUT HEADQUARTERS.
9. INVESTIGATE THE POSSIBILITY OF STOCKING ONLY UNWATERMARKED (STERILE) STATIONERY.
10. DEVELOP A UNIFORM SYSTEM FOR THE CONTROL AND LOGGING OF COMMUNICATIONS.
11. CONTINUE THE PROGRAM FOR THE USE OF STEEL COVERED DESK TRAYS TO REDUCE THE SAFE-TYPE CABINET REQUIREMENTS.
12. TRANSFER PHYSICAL LOCATION OF RECORDS CENTER TO THE NEW BUILDING.
13. REVIEW EXISTING RECORDS CENTER SCHEDULES TO ASSURE THAT THEY ARE CURRENT AND THAT THEY ARE EFFECTIVE IN MOVING INACTIVE MATERIAL TO THE RECORDS CENTER.
14. INSTALL A REVISED INVENTORY SYSTEM FOR VITAL MATERIALS.
15. COMPLETE THE STANDARDIZATION OF FOREIGN INTELLIGENCE INFORMATION REPORTS.
16. REVISE AND SIMPLIFY THE EXISTING FORMS NUMBERING SYSTEM.
17. COMPLETE THE PROPOSED SURVEY OF MICROFILMING OPERATIONS. REQUIRE ALL OFFICES TO OBTAIN PRIOR APPROVAL FOR NEW MICROFILM PROJECTS AND NEW EQUIPMENT.